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22 DEC 1981

MEMORANDUM FOR: Director, Intelligence Community Staff  
Deputy Director for Operations  
Director, National Foreign Assessment Center  
Deputy Director for Administration  
Deputy Director for Science and Technology  
Administrative Officer, DCI

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FROM :   
Director of Personnel

SUBJECT : Administrative Dismissal on Christmas Eve,  
24 December 1981

In the spirit of the Holiday season, President Ronald Reagan encourages heads of executive departments and agencies to excuse from duty without charge to leave any employee whose service can be spared for the last half of the scheduled workday on 24 December 1981. The Director of Central Intelligence is in agreement and Agency employees are so excused from duty. For instance, those whose regularly scheduled workday is from 0800 to 1630 will be excused at 1230; 0830 to 1700 will be excused at 1300; and 0900 to 1730 will be excused at 1330. Employees who are on approved leave should not be charged leave for the excused period.



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